

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage operations of the Communications, Fire Prevention, Training, and the Administrative Operations Divisions. The Deputy Fire Chief sets management policies, goals, and objectives for the assigned divisions. In the absence of the Fire Chief, the Deputy Fire Chief assumes command, and oversees and directs all operations of the department. The incumbent of this class assists the Fire Chief in planning, research, and organization of the fire department having to do with equipment and personnel. The Deputy Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of Fire Chief in the absence of the Chief. Manages the Communications, Fire Prevention, Training, and Administrative Operations divisions. Assists with research and planning for programs and activities of the department. Studies and reviews laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends policies, goals, and objectives for consideration by the Fire Chief. Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Recommends changes in department operations which will improve ISO ratings.

Assists the Fire Chief in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Works with boards and agencies whose rules and regulations affect the careers of fire department employees. Investigates all accidents involving department equipment and personnel, determines causes, and proposes changes in procedures to avoid future accidents. Investigates complaints against department personnel, and

formulates recommendations in response to the complaints.

Assists in the preparation of the departmental operating budget. Compiles and organizes data needed for budget preparation. Prepares revenue and expenditure estimates. Authorizes expenditure of funds, keeping expenses in accordance with the operating budget.

Provides for the maintenance of all records and reports of the department. Reviews departmental records completed by subordinates, and monitors records to ensure compliance with department standards. Periodically inspects systems and facilities for keeping records. Compiles and organizes data and writes reports needed to document the activity of the department.

Coordinates the work of the department with private sector organizations and other public agencies, and organizes special projects related to public relations. Informs the public about fire department work by means of talks, demonstrations, and distribution of literature. Writes letters in response to written or oral requests addressed to the fire department; answers questions for the public about the operation of the fire department or any related areas of emergency services.

Functions as incident commander at the fire scene until relieved by the Fire Chief. Oversees emergency scene operations, including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, safety, and emergency medical services. Participates in emergencies involving hazardous materials. Acts as coordinator between fire fighting and law enforcement personnel. Maintains fire ground communications.

Oversees the supervision of department employees by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of equipment and personnel. Oversees the assignment of duties and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates.

Oversees training program for the department. Evaluates training needs and provides for regular employee training. Conducts formal classroom training, drills and evolutions, and provides on-the-job training.

Assists the Fire Chief in writing specifications for new fire department equipment. Prepares specifications for public bid.

Oversees the bidding process. Orders supplies and equipment. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Assistant Fire Chief with at least two (2) years in that class immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Operations.

Prior to the closing date for application to the board, must have an associate degree in fire science, a related fire management curriculum or a bachelors degree in business or public administration curriculum.

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